

Muskegon Charter Township

Director of Public Works Job Description

SUMMARY

The Director of Public Works shall plan, manage, and supervise the operations of the Department of Public Works (Parks, Streets, Sanitation, Public Water Distribution System, Public Sanitary Sewer Collection System, Maintenance of Public Buildings, Municipal Vehicles, and Equipment). The Director of Public Works is considered a Township administrator and a direct supervisor.

SUPERVISION RECEIVED

This position is appointed by Township Board, as established by the Township Charter. The Director of Public Works reports to the Township Supervisor. The Township Supervisor is the Chief Administrative Officer, as established by the Township Charter. Special assignments are made by the Township Supervisor, who is consulted in unusual work situations. The employee serving as Director of Public Works plans and carries out ongoing work and special assignments with independence, according to established Township policies and administrative procedures. The employee's work is subject to review by the Township Supervisor through conferences and reports.

SUPERVISION EXERCISED

Supervision is exercised over full, part time, and seasonal employees of the Department of Public Works.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks the employee may be expected to perform.)

1. Plan, manage, and supervise the maintenance and operations of Township streets, sanitary sewers, water distribution system, vehicle and equipment, public buildings, and parks.
 - a. Make periodic inspections of the public works facilities and operations.
 - b. Coordinate resources to achieve program and project priorities, and set daily work priorities of the department.
 - c. Oversees seasonal and fulltime union employees within the Department of Public Works.
 - d. Participate in the selection and training of the employees within the Public Works Department and maintain time records of employees.
 - e. Investigate complaints regarding the Public Works Department and initiate corrective action when required; initiate emergency response activities, such as snow removal and water main break repairs.
 - f. Personally direct and supervise difficult work projects of an unusual nature requiring critical technical judgment, and insure the compliance with Township standards and safety practices.
 - g. Compile the annual budget requests for the Public Works Department and monitor and control operating expenditures within the budget guidelines; maintain records of equipment use and materials expenditures; supervise the purchase and storage of materials and tools.
 - h. Advise and assist the Township Supervisor on policy and other matters relating to the Public Works operations.
 - i. Coordinate public works operations with those of other Township departments and other public works agencies in the area.

2. Coordinate the major engineering, construction, maintenance, and inspection services of the Township's infrastructure, public facilities, and equipment.
3. Perform the duties as the Chief Operator of the Public Water Distribution System according to the rules and regulations of the Michigan Department of Natural Resources and Environment.
4. Procure bid documents and agreements for all Township projects as requested by the Township Supervisor or the Muskegon Township Board of Trustees.
5. Perform annual reviews of the utility user charge system in accordance with applicable law and GAAP, and make recommendations to the Board.
6. Serve as the voting member for the Muskegon Wastewater Management Committee.
7. Serve as the on-call supervisor for the Public Works Department and respond to after-hours calls and emergencies.
8. Perform related work as required.

QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, education, training, and experience:

Considerable knowledge of the procedures, practices, materials, and equipment utilized in the maintenance and repair of street, sewer, water, and park facilities and a general knowledge of sanitation programs, to effectively plan and operate Township public works activities.

Knowledge of regulations and polices governing public works field operations and Township governance. A working knowledge and understanding of the Generally Accepted Accounting Principles.

Skill in determining priorities and establishing work schedules to effectively meet Township and community needs.

Proven ability to build relationships and coalitions with other units of government and private sector business in regional and cooperative efforts.

Preferred training/education includes graduation from an accredited high school with additional college and/or technical courses in disciplines equivalent to engineering, math, hydraulics, science, construction, heavy equipment, accounting, word processing, and/or management analysis. A bachelor's degree in engineering, public, or business administration is desirable.

Preferred experience includes eight years of progressively more responsible experience, including supervision in municipal public works operations or construction of public works facilities. (Possession of a Masters Degree can substitute for experience as determined by the Board.)

Must be able to acquire and keep in his/her possession during employment a Michigan motor vehicle operator's Class B license without serious violations or chronic record indicating numerous traffic citations. Upon hire and during employment pass a Township physical exam and provide a drug-free screen test.

The Board will consider each candidate's overall qualification based on a combination of the aforementioned and other factors as deemed appropriate by the Board.

Physical Requirements and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, access confined spaces, climb up or crawl down, and may involve fumes, dust, chemicals, or other hazardous

materials, loud machinery, equipment, and other dangers associated with construction sites and maintenance activities.

An employee in this position must have the strength, stamina, and physical coordination needed to gain access to these sites and to participate in heavy physical labor, including heavy lifting and extreme physical exertion, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat, and severe cold weather.

Extended working hours can be expected performing any of the functions of the Department of Public Works, and other assignments. This position is exempt from the Fair Labor Standards Act and is not subject to overtime consideration. At the discretion of the Township Supervisor, compensatory time may be credited for performing Collective Bargaining work or other duties exempt from the Act.

Additional Requirements and Terms of Employment

Residency: The Public Works Director shall live within 20 miles of Muskegon Township within 6 months of hire. If the Public Works Director lives in Muskegon Township, the Township will provide a take home vehicle to be used for business purposes as defined by IRS rules and regulations. Take home vehicle includes the cost of the vehicle, maintenance, insurance, and fuel.

Pre-Hire Screening: Successful candidate will be subject to a pre-hire drug screen, criminal background check, credit check, driving record background check, and a psychiatric evaluation.

Compensation and Benefits

Salary: \$73,000-\$78,000. Pay increases are subject to approval by the Township Board.

Fringe: Employer offers health insurance, MERS retirement plan, paid vacations & holidays, and sick leave.

Interested candidates may send a resume and letter of interest to:

Muskegon Charter Township 1990
East Apple Avenue
Muskegon, MI 49442
Attn: Jennifer Hodges, Township Supervisor

Or email:

jhodges@muskegontwp.org

Deadline to apply: April 28, 2022 by 5:00PM

MUSKEGON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER